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This is not an advertisement.***

Miami-Dade County, Florida

BW No. 9739-0/17

SCOPE OF SERVICES

1. Introduction/Background

Miami-Dade County, hereafter referred to as the County, as represented by the Community Action and Human Services Department (CAHSD) - Head Start/Early Head Start Program (Program) is contracting for High Scope Curriculum Training Services for the provision of a minimum of twenty (20) days of training, per Program Year, for approximately forty (40) Program grantees and delegate agencies' staff members.

This contract provides CAHSD with the ability to provide curriculum training and technical assistance services for the benefit and development of teachers and staff members working within the Program. The Program provides comprehensive child development services to economically disadvantaged children and families, with a special focus on helping pre-school age children develop early reading and math skills.

The High Scope Curriculum focuses on developmentally appropriate practices for pre-school children and utilizes best practices recommended by the National Association for Education of Young Children. Additionally, the High Scope Curriculum Training Services provide for ongoing classroom observation, feedback and mentoring to teachers through systematic studies of the classrooms over time. Services also involve conducting teacher interviews and ongoing assessment of Program children's development. Contractor's representatives shall visit Program classrooms and provide observation, feedback and mentoring to teachers. Moreover, instruction and guidance will be provided to new teachers entering the Program.

The Contractor shall provide new teachers to the Program with Pre-school Curriculum Courses (PCC). New teachers will attend courses over a four-week period. The PCC shall provide an in-depth study of the High Scope Curriculum. By offering the High scope Curriculum Training Services, the County's goal is to assist Program teachers in implementing and delivering such curriculum. The Contractor shall provide teachers with an opportunity to become certified. The Teacher Certification, which shall be conducted by the Contractor, recognizes teachers whose practices reflect a high degree of knowledge concerning child development and skills in the implementation of the Program curriculum.

The Contractor shall provide non-federal resources equivalent to 25% of the share to be paid by the County. Training sessions shall be held, as required by CAHSD.

2. General Requirements and Services to be Provided

The services stipulated herein shall be utilized for all training, curriculum, and resource materials for all participants, including the lesson plans for the initial thirty (30) days of training services.

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Week long meetings shall be held with the Contractor and Miami-Dade County's Head Start staff. The Contract shall provide the following services at the direction of the County's CAHSD, including details in writing regarding the specific assignment, deliverables, etc. The services to be provided by the Contractor are as follows:

A. Provide a minimum of twenty (20) days of training on the Pre-school Curriculum Course to approximately forty (40) Program grantee and delegate staff members. Training and associated materials shall be provided by the Contractor, as specified below:

- a) Four (4) week-long (5-day) training sessions shall be provided on dates stipulated by CAHSD.
- b) All media/audio-visual materials used during trainings; DVD, video, and audio cassettes.
- c) All staff necessary to conduct the High Scope Curriculum Training services.

B. Provide forty (40) copies (one per participant) of the following training, curriculum, and resource materials needed for the Preschool Curriculum Course:

- a) High Scope Curriculum
- b) Lesson Plans for the First 30 Days
- c) Essentials of Active Learning
- d) Active Learning Participate Guide
- e) Learning Environment Participant Guide
- f) Adult-Child Interaction Participant Guide
- g) COR Participant Guide
- h) Intro to KDI's Training Booklet
- i) Daily Routine Cards
- j) Laminated KDI Card; Participant Handouts
- k) High Scope Tote Bag
- l) Letter Links
- m) Small Group Times to Scaffold Early Learning
- n) PQA Form A
- o) PQA Participant Guide
- p) PQA Label #1
- q) PQA Label #2
- r) Daily Routine Participant Guide Part 1
- s) Scaffolding Children's Learning at Small Group Time
- t) Large Group Time
- u) You Can't Come to My Birthday Party
- v) Steps in Resolving Conflicts Poster
- w) Fee, Fie, Phonemic Awareness
- x) I'm Older Than You I'm Five
- y) Language, Literacy and Communication KDI Training Booklet
- z) Math KDI Training Booklet
- aa) Social Emotional Training Booklet

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- bb) Movement in Steady Beat
- cc) Rhythmically Moving #1 CD
- dd) Rhythmically Moving #2 CD
- ee) Rhythmically Moving #3 CD
- ff) Rhythmically Moving #4 CD
- gg) COR Observations Items
- hh) Complete Desk Poster
- ii) Approaches to Learning Training Booklet
- jj) Creative Arts KDI Training booklet
- kk) Physical Development Training booklet
- ll) Science & Technology Training Booklet
- mm) Social Studies Training Booklet
- nn) High Scope Lunch Tote
- oo) High Scope Lapel Pin

3) County Responsibilities

The County, serving as the Head Start/Early Head Start Program Grantee, will:

1. Provide audio-visual equipment, easels and flip charts to be utilized during the training sessions listed herein. Anticipated audio visual aid equipment includes an LCD projector and screen, VCR/DVD player and TV.
2. Provide meeting space to accommodate participants receiving instruction and training services in groups of 5-6 at tables and corresponding chair.